



State of Arizona

Department of Health Services

Request For Grant Application (RFGA)

RFGA Number: HR954159

RFGA Due Date / Time: October 23, 2008 at 3:00 P.M. Local Time

Submittal Location: Arizona Department of Health Services
1740 West Adams Street, Room 303
Phoenix, Arizona 85007

Description of Procurement: Rural Safe Home Network – Domestic Violence Coalition Programs

Pre-Application Conference: October 15, 2008 10:00 AM 1740 West Adams
Room 309
Phoenix, AZ 85007

In accordance with A.R.S. §41-2701, competitive Sealed Grant Applications to provide materials or services specified will be received by the Arizona Department of Health Services, at the above-specified location until the time and date cited.

Applications must be in the actual possession of the Arizona Department of Health Services, Procurement Office on or prior to the time and date, and at the submittal location indicated above. ***Late applications will not be considered.***

Applications must be submitted in a sealed envelope or package with the RFGA Number and the Applicant's name and address clearly indicated on the envelope or package. All Applications must be completed in ink or typewritten. Additional instructions for preparing an Application are included in this RFGA.

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the RFGA Contact Person.

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE RFGA.

Grant Solicitation Contact Person:

Emma Caufield
Name

(602) 542-2928
Telephone

caufie@azdhs.gov
Email Address

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GRANT APPLICATION
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The Undersigned hereby applies and agrees to comply with all the terms, conditions, specifications, any amendments in the Request and any written exceptions in the Application. In accordance with A.R.S. 35-397, the Applicant hereby certifies that the Applicant does not have scrutinized business operations in Iran or Sudan.

Applicant's Arizona Transaction (Sales) Privilege Tax License Number: _____

Applicant's Federal Employer Identification Number: _____

Applicant's Name

Name of Person Authorized to Sign Application

Street Address

Title of Authorized Person

City

State

ZIP Code

Signature of Authorized Person

Date

Telephone Number: _____

Facsimile Number: _____

Email Address: _____

Acknowledgement of Amendment(s): <i>(Applicant acknowledges receipt of amendment(s) to the Request for Grant Application and related documents numbered and dated)</i>	Amendment No.	Date	Amendment No.	Date
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

ACCEPTANCE OF APPLICATION AND GRANT AWARD
(For State of Arizona Use Only)

Your Application, dated _____, is hereby accepted as described in the Notice of Award. You are now bound to perform based upon the RFGA and your Application, as accepted by the State.

This Grant will henceforth be referred to as Grant Number:

You are hereby cautioned not to commence any billable work under this Grant until you receive an executed Purchase Order, Grant release document, or written notice to proceed, if applicable.

State of Arizona

Awarded this _____ day of _____ 2008.

State Government Administrator

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What is the Arizona Department of Health Services Bureau of Women's and Children's Health?

The Arizona Department of Health Services (ADHS), Bureau of Women's and Children's Health's (BWCH) mission is to strengthen the family and the community by promoting and improving the health status of women, infants, and children. This is accomplished through the provision of community-based services and the facilitation of systems development. The functional structure of the BWCH includes the following sections: Assessment and Evaluation; Planning, Education and Partnership; Community Services; and Business and Finance. The BWCH manages and distributes funding that provides services to reduce the mortality and morbidity among women and children, increase access to health care, and reduce health disparities. For more information on the specific programs, go to www.azdhs.gov/phs/BWCH/

The BWCH oversees the Rural Domestic Violence Services Network that provides temporary, safe emergency shelter and related assistance to victims of domestic violence in rural communities of Arizona. The BWCH provides guidance and technical assistance to develop and implement Rural Domestic Violence Services Network programs throughout the rural areas of the State. This guidance promotes networking and collaboration among domestic violence and community social service providers and other groups involved with domestic violence issues. BWCH also provides funding to domestic violence coalition(s) to provide training, networking, technical assistance, and lay legal advocacy to domestic violence providers and others in Arizona.

What is the Funding Source for this Grant?

The Family Violence Prevention and Services Act (FVPSA) was first implemented in FY 1986 and was most recently amended by Public Law 109-162, the Violence Against Women and Department of Justice Reauthorization Act of 2005. The purpose of this legislation is to assist States and Indian Tribes, Tribal organizations, and non-profit private organizations approved by an Indian Tribe in supporting the establishment, maintenance, and expansion of programs and projects to prevent incidents of family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents. Each year states apply for the formula grant in an application that includes a plan for meeting the needs of battered women and children as identified by service providers as well as a description of how the funds will be used.

What is the Total Amount of Available Funds?

Approximately \$252,000 will be available for domestic violence coalition(s) for each twelve (12) month period. The Grant shall remain in effect for three (3) years from the day of execution, with the ADHS sole option to renew the Grant in one (1) year increments, not to exceed a total grant term of five (5) years.

What are the Program Goals and Priority Areas?

The Rural Safe Home Network - Domestic Violence Services Program strives to:

1. Provide temporary, emergency safe shelter and related assistance to victims of domestic violence.
2. Establish and continue collaborative efforts in rural communities that result in improvements to specific women's and children's health outcomes regarding family and domestic violence.
3. Work with and maintain existing Rural Domestic Violence Services Networks in rural communities to ensure continued funding.
4. Establish Rural Safe Home Network - Domestic Violence Services programs for persons experiencing domestic violence in rural communities with clearly identified needs.
5. Use a set of standards and guidelines as developed by Rural Domestic Violence Services Network and Arizona Coalition Against Domestic Violence for rural safe home/shelters that will ensure the use of best practices in service delivery for domestic violence victims.

The following two (2) priority areas will be addressed through the Rural Domestic Violence Services Network Grants:

1. Increase awareness and understanding of the prevalence and incidence of domestic violence in Arizona.
2. Increase collaboration and coordination among key guiding stakeholders.

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What will this Request for Grant Application Fund?

The Rural Domestic Violence Services Network Grants for domestic violence coalition(s) will fund collaborative efforts at the State level that can result in improvements in knowledge and understanding of domestic violence for social service agencies, law enforcement, court systems, faith based entities, medical providers, private individuals and others interested in the issue. The State level efforts shall emphasize partnership building with those entities that can most effectively contribute to improving the understanding of domestic violence issues and improving the safety needs of those experiencing interpersonal violence in their lives.

Collaborations and partnerships are a practical option for public and private agencies to promote safe shelter, outreach, education and prevention programs. Advocates and supporters of a variety of women's and children's family safety issues have formed successful collaborations and partnerships to share information and resources, unify actions and policies, strengthen efforts to achieve broad-based community-level goals, and to present a cohesive message to the public. Developing collaborations and partnerships can strengthen working relationships. Partners bring distinct resources, which create a broad-scoped organization that addresses health and safety-related issues from a variety of prevention and control perspectives. Collaborations and partnerships between various public and private agencies develop strategic relationships among related, but not necessarily like organizations to achieve specified goals effectively and efficiently.

The Rural Domestic Violence Services Network Grants for domestic violence coalition(s) will fund the development implementation and maintenance of state-based, multi-faceted, comprehensive programs that will target the organizations, individuals and other entities in the State to provide training, networking, technical assistance, and lay legal advocacy regarding the issue of domestic violence. Funded grants will include specific strategies to address underserved populations throughout the State. Given documented difficulties racial and ethnic groups have in accessing domestic violence training, information, outreach and prevention and technical assistance, providers and systems must address cultural competencies to narrow those gaps. Cultural competence encompasses specific knowledge, skills, and attributes that are critical at all levels. Cultural competence requires that you, your staff, and your policies embody its attributes. Implementing training in cultural competence is another key element in domestic violence training and service provision.

Grantees shall utilize methods that are appropriate for the demographics and particular characteristics of organizations and communities in which coalition services are offered to achieve program standards and outcomes. Grantees will have the flexibility to implement the program in a manner that fits their needs to provide coalition services to differing communities throughout Arizona.

The Rural Domestic Violence Services Network - domestic violence coalition(s) work to assure that differences in culture, family structure, personal and family values and resources are respected among communities and service providers throughout the State.

Who is Eligible to Apply for this Funding Opportunity?

Private non-profit, tribal agencies and other public agencies in Arizona are eligible to apply. (Non-profit agencies are classified as 501c 3 by the Internal Revenue Service.)

How will the Applications be Evaluated?

Grant Applications will be evaluated according to the Grant requirements per ARS §41-2702 F. The evaluation criteria are listed in their relative order of importance and are based on the following:

1. Narrative executive summary and the responses to the scope/logic model, tasks to perform, and completing the work, including a variety and number of strategies for the priority areas;
2. Experience/expertise/reliability and qualifications based on background, history, track record, organizational chart, financial statement, staff resumes, letters of reference, and letters of support;
3. Ability to perform services as reflected by availability and suitability of staff resources and ability to provide all priority areas;
4. Collaboration as demonstrated with memorandums of understanding sub-contracts and letters from collaborative agencies describing support of the proposed partnership;

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5. Demonstration of cultural competency at all levels of service provision and implementation of cultural competency in staff training; and
6. Itemized budget, budget justification, and price sheet showing proposed cost(s) including other sources of funds.

What Else Do I Need Know to Submit a Grant Application?

1. Pre-Offer Conference:

October 15, 2008 10:00 AM 1740 W Adams St., Room 309, Phoenix, AZ 85007

2. Application Opening:

Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read at this time. After grant award, the applications and evaluation documents shall be open for public inspection.

3. Written Questions:

Submit any questions about the Request for Grant Application (RFGA) needing clarification, in writing, not later than seven (7) working days prior to the RFGA due date to:

Emma Caufield, Procurement Specialist
Arizona Department of Health Services
1740 West Adams, Room 303
Phoenix, Arizona 85007
Phone No. (602) 542-2928
Fax No. (602) 542-1741
E-mail address: caufie@azdhs.gov

4. Confidential Information:

If an applicant believes that their application contains information that should be withheld, a statement advising the procurement officer of this fact and explaining the reasons for confidentiality shall accompany the submission, and the information shall be identified wherever it appears. The person shall stamp or specifically identify all information the people believe remains confidential. The information identified by the person as confidential shall not be disclosed until the State Government Administrator (or his/her designee) makes a written determination. The Director shall review the statement and information and shall determine in writing whether the information shall be withheld. If the Director determines to disclose the information, the Director shall inform the person in writing of such determination.

5. Oral or Written Presentations:

In accordance with A.R.S. §41-2702, applicants may be invited to make oral or written presentations regarding the scope of work, terms and conditions of the Grant, budget and other relevant matters set forth in the Request For Grant Applications. Applicants shall be accorded fair treatment with respect to any opportunity for oral or written presentations. The evaluators may require an applicant to revise its application to reflect information provided in an oral or written presentation.

6. Multiple Awards:

ADHS reserves the right to award grants to multiple applicants.

7. Application Acceptance Period:

Applications shall be held open until the RFGA due date and time indicated on the cover page.

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8. Authorized Signature:

- A. For any document that requires the Applicant's signature, the signature provided must be that of the Owner, Partner or Corporate Officer duly authorized to sign Grant agreements. Additionally, if requested by the ADHS disclosure of ownership information shall be submitted.
- (1) Privately Owned: The Owner must sign the grant application.
(2) Partnership: A Partner must sign the grant application.
(3) Corporation: A duly authorized Corporate Officer must sign the grant application.
- B. If a person other than these specified individuals signs the Grant Application, a Power of Attorney indicating the employee's authority must accompany the Grant Application. All addenda to the Grant Application shall be signed by the authorized individual who signed the Grant Application except that they may be signed by a duly authorized designee.

How Do I Apply for a Grant?

1. Read and familiarize yourself with all sections of this RFGA.
2. Definition of Terms Used in this RFGA.
 - A. *"ADHS"* means the Arizona Department of Health Services.
 - B. *"Department"* means the Arizona Department of Health Services.
 - C. *"Shall or Must"* indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of an application as non-responsive.
 - D. *"Coalition"* is defined as an organized group of people in a community working toward a common goal. The coalition can have individual, group, institutional, community, and public policy goals. Assessment may examine coalition structure, function, quality of leadership, plan quality, or other factors.
 - E. *"Key personnel"* means staff involved in the planning, administration, operation, or monitoring of this Grant.
 - F. *"Rural areas of Arizona"* means: 1) A county with a population of less than 400,000 persons according to the most recent United States decennial census. 2) A census county division with less than 50,000 persons in a county with a population of 400,000 or more persons according to the most recent United States decennial census.
 - G. *"Local Rural Safe Home Network Program"* is defined as an alliance of businesses, agencies, and individuals in a community who have come together to break the cycle of abuse. The network is a program for the study and prevention of family violence, committed to bringing communities the latest information and methods to break the cycle of violence and abuse.
 - H. *"Rural Domestic Violence Services Network Programs"* are those programs throughout rural Arizona who are funded with ADHS domestic violence funding. These programs meet on a quarterly basis to discuss problems, share resources, and provide domestic violence related training to participants.
 - I. *"Logic Model"* is defined as the sequential representation of a program planning, implementation and evaluation process that identifies and links the Needs Assessment/Resources, Goals and Outcome Objectives, Strategies/Approaches, Implementation Plan and Process Objectives, and will result in positive impacts upon individuals and the community.
 - J. *"Goals"* are general statements about what a project will achieve for the target population. Goals are linked to the needs assessment i.e. target population, and problem statement. Goals are directional (increase, decrease, etc.).

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- K. *“Outcome Objectives”* are defined as specific statements that describe a change in knowledge, attitude, or behavior you want to achieve in your target population including the extent of the change, a date specific by when the change will occur, and what measure will be used for determining the change.
- L. *“Process Objective”* is defined as specific statements that describe how implementation effectiveness will be determined including documentation of what was actually done, how much, when, for whom and by whom during the course of a program.
- M. *“Strategies/Approaches”* are those activities and steps directed toward the accomplishment of an objective. The activities and steps are linked to the Goal.
- N. *“Activities”* are day-to-day and periodic tasks that are accomplished to meet the goal(s). They are usually single-faceted, simply stated and numerous.
- O. *“Peer Review”* is a process whereby a domestic violence program is reviewed by a consultant from a state other than Arizona. The consultant is a person who has knowledge of domestic violence issues and service provision and who has worked with domestic violence victims in some capacity. The consultant prepares the Peer Review Report based on his/her observations of and recommendations to the program reviewed.
- P. *“Protocols”* are those policies and procedures used to refer and provide services to victims of domestic violence in a local safe home network. Protocols may include, (but are not limited to) development of written Memorandums of Agreement, procedures regarding referrals and service provision to victims of domestic violence, etc.

RFGA OBJECTIVE:

The Rural Domestic Violence Services Network - Domestic Violence Coalitions Program Grants will fund collaborative efforts at the state level that can result in improvements in knowledge and understanding of domestic violence for social service agencies, law enforcement, court systems, faith based entities, medical providers, private individuals and others interested in the issue. The State level efforts shall emphasize partnership building with those entities that can most effectively contribute to improving the understanding of domestic violence issues and improving the safety needs of those experiencing interpersonal violence in their lives.

The Bureau of Women and Children's Health (BWCH) will ensure that all priority areas 1-2 as listed below are represented by any proposal selected to receive funding. The BWCH has utilized the Arizona State Plan on Domestic Violence and Sexual Assault (<http://www.governor.state.az.us/cyf/womens/stateplan.htm>) in developing the following priorities.

Applicants should utilize the following priorities as appropriate when developing their applications.

Priority 1: Increase awareness and understanding of the prevalence and incidence of domestic violence in Arizona. The following information is intended to provide guidance and information to the Applicant and provide insight into the intent of this priority.

Media and community awareness campaigns can serve a vital role by providing critical information for potential victims and abusers as well as engaging other members of the community in a show of public intolerance for domestic and sexual violence. In addition, it is important that campaigns are designed to be ongoing, culturally and linguistically relevant, and age-appropriate. In order to reach the largest possible audience, media campaigns and community efforts should be easily reproducible in formats that are easy to display, such as posters and brochures, as well as utilizing radio and television public service announcements.

Priority 2: Increase collaboration and coordination among key guiding stakeholders. The following information is intended to provide guidance and information to the applicant and provide insight into the intent of this priority.

Domestic violence is a complex and difficult issue to address in our communities. No one entity can provide all the necessary services, outreach and prevention activities needed to adequately address the problems

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encountered by the victims, their families and members of a community. Involving public and private partners, (key stakeholders) in our efforts to end the violence in communities is key to our success.

3. Required Application Information. The following shall be submitted:

One (1) original and three (3) copies of each application shall be submitted on the forms and in the format specified in the RFGA. The responses shall be typed using a 12-point font and single-spaced. The original ink signed application shall be clearly labeled "**ORIGINAL**". The three (3) copies shall be submitted and marked as copy. The Department will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative impact on the evaluation of the application. Applications shall have a table of contents, tabs for each section, and shall be provided in 1 inch, 3 ring binders, labeled with the applicant's name and program title. All pages shall be sequentially numbered and material shall be in the following sequence and related to the RFGA:

- A. Table of Contents for entire application with page numbers.
 - B. Signed Application and Award Document.
 - C. Terms and Conditions (one set with the original application only).
 - D. Written responses to Task Methodologies 1-7, pages 10 - 13
 - E. Contact Information, completed page 23
 - F. Attachment 1 – Completed Applicant's Key Personnel, page 24
 - G. Attachment 2 – Completed Logic Model Matrix, page 25
 - H. Attachment 3 – Key Stakeholders/Partners, page 26
 - I. Attachment 3– Specific Activities by Key Stakeholders/Partners, page 27
 - J. Attachment 4 – Applicant's Experiences (provide three references), pages 28-30
 - K. Attachment 5 – Completed Implementation Plan, page 31
 - L. Attachment 6 – Itemized Budget, pages 32-37
 - M. Attachment 7 – Completed Price Sheet, page 38
 - N. Attachment 8– Completed List of Other Funding Sources, page 39
 - O. Other Attachments: As applicable-for example, copies of sub-contracts, examples of applicant's program materials. **Other attachments shall not exceed 10 pages.**
4. Submit your completed application on or before the RFGA due date/time indicated on the cover page to the Arizona Department of Health Services, Procurement Office, 1740 West Adams, Room 303, Phoenix, Arizona, 85007.
5. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
6. The State of Arizona reserves the right to award grants for less than the proposed amount.
7. Keep a copy of this solicitation and your grant proposal. If awarded, the Grantee shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

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RURAL SAFE HOME NETWORK - DOMESTIC VIOLENCE SERVICES PROGRAMS

LOGIC MODEL/SCOPE OF WORK

TASKS:

Applications must include all geographic areas of the State, and include specific strategies to address rural areas of Arizona. The target population to which services will be provided must be social service agencies, law enforcement, court systems, faith based entities, medical providers, private individuals and others interested in the issue.

The BWCH has incorporated the Arizona Program Design and Evaluation Logic Model (hereafter known as the Logic Model) into its Request for Grant Applications (RFGA) process. The Logic Model was developed by the former Governor's Community Policy Office in collaboration with other state agencies for the purpose of creating a standardized, consistent approach to making grants that identify and describe a sequence of tasks needed to solicit, apply for, and award grants. The Logic Model emphasizes the interrelationships of designing, implementing, and evaluating programs (http://www.governor.state.az.us/cyf/logic_model/index_logicmodel.html). The Applicant will be asked to show these linkages throughout their Application. The Logic Model is a useful planning tool that will assure that the proposed program addresses the identified problem of the target population. The tasks outlined in 1 – 7 detail the sequential questions and steps required in order to complete the Logic Model. Retype each item and then provide a written response to 1 – 7.

1. EXECUTIVE SUMMARY: (not to exceed two (2) pages, excluding attachments)

Provide an overview of the project that includes a brief summary of your responses to each of the following sections: Needs Assessment/Resources, Goals and Outcome Objectives, Strategies/Approaches, Implementation Plan/Organizational Capacity, Programmatic Evaluation Plan and Resources and Budget. (Complete Attachment 2, The Logic Model Matrix.)

2. NEEDS ASSESSMENT/RESOURCES: (Not to exceed five (5) pages, excluding attachments)

This section creates a foundation for the Application. This section will focus on problem identification, the individuals or groups to be reached, other people or groups who will play a role in the development or implementation of the program, the gathering and analysis of data that will establish the needs to support the identified problem, and the identification of other resources currently directed toward the identified problem.

- A. Provide a written statement that specifically describes the problem to be addressed with the requested funds.
- B. Based on the stated problem, what group(s) of people or communities will the Application be targeting?
- C. Provide recent stated statistical information and other data supporting the need for services identified in the problem statement above, to include dates and source cited.
- D. How does the data relate to and validate the identified problem? Utilize the data to describe the nature and extent of the problem as it relates to the target population/area.
- E. Will the Application support or enhance those efforts? If so, how?
- F. Identify the external team: What other individuals or organizations (key stakeholders who have a vested interest in the stated problem) are involved in the development and/or implementation of the Application, and what are their specific roles? (Complete Attachment 3, Key Stakeholders, parts one and two).
- G. Identify the internal team: Who are the individuals within the Applicant's organization involved in the development and implementation of the Application and what are their specific roles? It will be particularly important to show there will be continuity of staff as the Application moves from development to implementation.
- H. Community collaboration: There are numerous opportunities to impact the response and quality of care to victims. List at least two (2) examples of the Applicant's involvement to improve interagency training, coordination, and quality victim services.
- I. Describe the agency's experience/expertise in providing domestic violence coalition services.
- J. How many years has the Applicant provided these services?
- K. What barriers have been encountered by the Applicant? How were they addressed?

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- L. Describe community support and other available resources that will ensure the project's ability to continue.
- M. What other resources (federal, state, or local funds plus any in-kind resources) in your community are currently being directed toward the stated problem?
- N. Provide an organizational chart for the project. The organizational chart should clearly indicate lines of authority and supervision.
- O. Describe staff accountabilities and qualifications. List how much time each person will spend on the project. In addition, attach resumes and job descriptions for key individuals involved in the project. Job descriptions should include responsibilities, minimum qualifications, and supervisor.
- P. List related grants and contracts the applicant agency has received within the past four (4) years.
- Q. What were the measurable outcomes the applicant agency achieved with each grant or contract listed?
- R. Complete the Applicant's Experience form (Attachment 4) for at least three (3) references.

3. GOALS AND OUTCOME OBJECTIVES: (not to exceed three (3) pages, excluding attachments)

This section captures the broad statements of intent (goals) and the measurable, time-specific outcomes (objectives) that will address the identified problem/needs. Goals are general and should reflect what changes are desired within your targeted population or area. Objectives should support the goals, should describe specific changes that will be accomplished within a specified period of time and are able to be measured. It is critical that the goals and objectives are realistic in terms of both time and available resources. Therefore, it may be necessary to develop intermediate or short-term objectives. Goals and Objectives should **DIRECTLY LINK** to the identified problem/needs.

Goals

Applicant shall utilize the following goals to develop, implement and evaluate domestic violence coalition program activities to perform functions necessary for compliance with project components. In the following sections, using the stated goals, the Applicant will describe how they will:

- A. Increase and improve knowledge and understanding of domestic violence issues in the public and private sectors in Arizona.
- B. Increase availability of state domestic violence coalition expertise in service provision, state and national statistics, emergent issues, advocacy, legal issues, and technical assistance to domestic violence programs and other interested parties throughout Arizona.
- C. Increase domestic violence service provider knowledge and use of best practices for service provision for victims of domestic violence.

Applicants may develop additional goals as is appropriate to their program and the services to be provided.

Outcome Objectives

Identify at least one (1) Outcome for each goal. **Objectives should DIRECTLY LINK to the Goals.** Outcome objectives will:

- A. Describe what will change in the targeted population/area (e.g. changes in attitude, behavior, belief, or knowledge, impact on indicators/statistics, etc.).
- B. Quantify how much will change (e.g. increase or decrease in numbers, percentages, etc.).
- C. Be measurable.
- D. Give a specific date by which the change(s) will occur.

4. STRATEGIES/APPROACHES: (not to exceed four (4) pages, excluding attachments)

This section identifies and describes the interventions chosen to reach the stated goals and Outcome Objectives. These strategies and approaches can be: 1.) Programs that have already been proven effective in addressing the identified problem/needs; 2.) They can be adaptations or strategies selected from effective programs; or 3.) Programs the Applicant has created. Strategies should **DIRECTLY LINK** to the stated objectives.

- A. Describe the strategies/approaches (program) that will be used to meet the goals and objectives.

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- B. Explain how the selected strategies/approaches fit with the problem/need and will lead to achieving the stated goals and objectives.
- C. Attach letters of support, memorandums of understanding, copies of subcontracts, and letters from collaborative agencies describing support of the proposed partnership. The letters and memorandums shall include each partner's contribution to the program. (Exhibit 2 - Suggested Elements of the Memorandum of Understanding).
- D. Describe the characteristics of the targeted population(s) and explain, as needed, how the strategies/approaches are culturally competent, age appropriate, and gender responsive.
- E. Identify the strategies/approaches that would address the data on page 18, Section 2, C and D.

5. IMPLEMENTATION PLAN/ORGANIZATIONAL CAPACITY: (not to exceed four (4) pages, excluding attachments)

This section focuses on the steps that must be taken and the organizational capacity needed to put the strategies/approaches into action. It should include all the elements that will be required to operationalize the outcome objectives for the duration of the Grant.

- A. Sequentially list the activities needed to implement the strategies/approaches including timelines and responsibilities. (Attachment 5 – Sample Implementation Plan)
- B. Describe the plan for identifying programs, agencies or other interested parties and the manner in which they will obtain knowledge of the coalition services available to them and how they may contact you.
- C. Describe the services your agency will provide to programs and others interested in the issue domestic violence.
- D. Indicate the number of trainings, technical assistance and/or other types of contact you anticipate providing during the first year if awarded a grant.
- E. Describe any anticipated barriers to accessing your services and your plans to overcome those barriers.
- F. Describe any training that will be needed for existing and/or new staff or partners.
- G. How and when will this training be delivered?
- H. Describe how the project will continue (sustainability).

Process Objectives:

For each Outcome Objective, identify a minimum of one (1) Process Objective for each Outcome Objective. Process Objectives will be used to measure the effectiveness of the implementation (e.g. number of programs/participants attending training/contacted, number of key stakeholders, participant satisfaction, adequacy of materials and resources, timely completion of activities, etc.).

6. PROGRAMMATIC EVALUATION PLAN: (not to exceed three (3) pages, excluding attachments).

This section is designed to answer questions about whether or not the program is working and what can be done to make the program more effective. The evaluation shall be directly connected to both the process objectives and the outcome objectives. The process/formative evaluation should measure program fidelity by assessing which activities were implemented and the quality, strengths and weaknesses of the implementation. The outcomes/substantive evaluation should determine the extent to which the program has accomplished the stated goals and outcome objectives.

Process Evaluation

- A. How will the process be measured (e.g. number of programs/participants attending/completing, participant satisfaction, adequacy of materials and resources, timely completion of activities, etc.).
- B. Describe the plan for evaluating the process objectives including timelines for collecting and analyzing data. Who will have overall responsibility for the process evaluation?
- C. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
- D. How will this data be analyzed?
- E. What resources (e.g. personnel, supplies etc.) will be needed to evaluate the program? The funds dedicated to evaluation shall be reflected in the budget. Attach copies (if applicable) of consultant sub-contracts including resumes and description of past work.

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Outcomes Evaluation

- A. The outcomes evaluation design/methodology must include a valid, reliable assessment tool. Attach a sample of the evaluation tool(s) (e.g. pre/post surveys) that will be used to measure each of the outcome objectives.
- B. Describe the plan for evaluating the outcome objectives including timelines for collecting and analyzing data. Who will have overall responsibility for the outcomes evaluation?
- C. Attach copies (if applicable) of consultant sub-contracts including resumes and description of past work, if applicable.
- D. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
- E. How will this data be analyzed?
- F. Describe how the results of your outcome evaluation will be used to continuously improve the quality of the program throughout the duration of this Grant.

7. RESOURCES AND BUDGET: (not to exceed four (4) pages, excluding attachments)

- A. Complete Attachment 6, Budget Development Guidelines and Worksheet. You must use this format. List all resources that will be needed to implement your program. These resources may be financial as well as involve curriculum, supplies, space, and equipment. Provide a very descriptive narrative justification for each expense category. Explain where these resources will be obtained including existing resources, other grants, donations, and contributions, both financial and in-kind.
- B. Complete Price Sheet, Attachment 7. Provide budgetary categories that will be used in accordance with the Budget Development Guidelines and Worksheet.
- C. Application must include expenses to attend four (4) two (2)-day Grantee's Meetings.
- D. Application must include expenses to provide staff with required number of hours of annual training.
- E. Per Federal requirements for this funding source: Grantees new to Family Violence Prevention Services funding must provide thirty-five percent (35%) matching funds the first year of award, and all Grantees must provide twenty percent (20%) matching funds each year thereafter, if awarded Rural Safe Home Network - Domestic Violence Services contracts.
- F. The applicant must account for its share of matching funds in the Budget Guidelines and Development Worksheet (Attachment 6).
- G. Not more than ten percent (10%) may be budgeted for Administrative (Indirect) costs.
- H. Complete Attachment 8, Other Funding Sources. Provide all other funding sources that your agency receives that provide services that are similar and /or complementary to the proposed program.

TERMS AND CONDITIONS

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1. **Grant Term:** The initial term of this Grant shall commence upon award of and signature by the State Government Administrator, and shall remain in effect for three (3) years unless terminated, canceled, or extended as otherwise provided herein.
2. **Option to Renew Grant:** This Grant shall not bind nor purport to bind ADHS and the Grantee for any grant commitment in excess of the original Grant Term. ADHS shall have the right, at its sole option, to renew the Grant, in one (1)-year increments, not to exceed a total grant term of five (5) years. If ADHS exercises such rights, all terms, conditions and provisions of the original Grant shall remain the same and apply during the option terms.
3. **Grant Type:** Cost Reimbursement
4. **Commencement of Work:** All work to be performed under this Grant must commence within ninety (90) days of award.
5. **Grant Amendments:** Any change in this Grant, including the Scope of Work, shall only be accomplished by a formal, written grant amendment, signed by the State Government Administrator. Any such amendment shall be within the scope of the Grant and shall specify the change; any increase or decrease in the Grant amount and the effective date of the change. The Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts and oral communications by or from any person, shall be used or construed as an amendment to this Grant.
6. **Availability of Funds for the Next Fiscal Year:** Funds may not presently be available for performance under this Grant beyond the current fiscal year. No legal liability on the part of the State for any payment may arise under this Grant beyond the current fiscal year until funds are made available for performance of this Grant. The State shall make reasonable efforts to secure such funds.
7. **Audit:** Pursuant to A.R.S. §35-214, at any time during the term of this Grant and five (5) years thereafter, the Grantee's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Grant.
8. **Information Disclosure:** The Grantee shall establish and maintain procedures and controls that are acceptable to the state for the purpose of assuring that no information contained in its records or obtained from the State or from others in carrying out its functions under the Grant shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Grant. Persons requesting such information should be referred to the State. The Grantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Grantee as needed for the performance of duties under the Grant, unless otherwise agreed to in writing by the State.
9. **Key Personnel:** It is essential the Grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work performed under this Grant. The Grantee must assign specific individuals to key positions of responsibility (**Attachment 1**). Once assigned to work under this Grant, key personnel shall not be removed or replaced without prior notification to the ADHS Program Manager.

If key personnel are not available for work on a specific project for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Grantee shall immediately notify the ADHS Program Manager.

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10. **Finger Printing:** The applicant shall have in all applicable personnel files, fingerprint records as required by A.R.S. § 36-3008 - Shelters for victims of domestic violence; personnel; fingerprinting.
11. **Accounting Requirements:** All financial records shall be maintained and expenditures made in accordance with the Generally Accepted Accounting Principles to permit accurate tracking of funds to a level of expenditure adequate to ensure proper use of funds.
12. **Financial Management:** For all Grants, the practices, procedures, and standards specified in and required by the Accounting and Auditing Procedures Manual for Arizona Department of Health Services funded programs shall be used by the Grantee in the management of Grant funds and by the Department when performing a Grant audit. Funds collected by the Grantee in the form of fees, donations and/or charges for the delivery of these Grant services shall be accounted for in a separate fund.
- State Funding: Grantees receiving federal funds under this Grant shall comply with the Certified Compliance provisions of A.R.S. § 35-181.03.
- Federal Funding: Grantees receiving federal funds under this Grant shall comply with the certified finance and compliance audit provision of the Office of Management and Budget (OMB) Circular A-133, if applicable. The federal financial assistance information shall be stated in a Change Order or Purchase Order.
13. **Match:** Per Federal requirements (Vol. 72, No. 249 / Monday, December 31, 2007/Notices) for this funding source: Grantees new to Family Violence Prevention Services funding must provide 35% matching funds the first year of award, and all Grantees must provide 20% matching funds each year thereafter, if awarded Rural Safe Home Network - Domestic Violence Services Grants.
14. **Subcontracts:** The Grantee shall not enter into any Subcontract under this Grant for the performance of this Grant without the advance written approval of the State Government Administrator and the ADHS Program Manager. The Grantee shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Grant.
15. **Licenses:** Grantee shall maintain, in current status, all Federal, State and local licenses and permits required for the operation of the business conducted by the Grantee.
16. **Purchase Orders:** The Grantee shall, in accordance with all terms and conditions of the Grant, fully perform and shall be obligated to comply with all Purchase Orders received by the Grantee prior to the expiration or termination hereof, unless otherwise directed in writing by the ADHS Administrator, including, without limitation, all Purchase Orders received prior to but not fully performed and satisfied at the expiration or termination of this Grant.
17. **Client Confidentiality:** Programs funded with these grant dollars shall adhere to the federal FVPSA guidelines for client confidentiality. The guidelines in the Federal Register (Vol. 72, No. 249 / Monday, December 31, 2007/Notices) state: FVPSA programs must establish or implement policies and protocols for maintaining the safety and confidentiality of the adult victims and their children of domestic violence, sexual assault, and stalking. It is essential that the confidentiality of individuals receiving FVPSA services be protected. Consequently, when providing statistical data on program activities and programs services, individual identifiers of client records will not be used.
18. **HIPAA Requirements:** The Grantee warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations, and will comply with all applicable HIPAA requirements in the course of this Grant. Grantee warrants that it will cooperate with the ADHS in the course of performance of the Grant so that both the ADHS and Grantee will be in compliance with HIPAA, including cooperation and coordination with the ADHS Privacy Officer and other compliance officials required by HIPAA and its

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regulations. Grantee will sign any documents that are reasonably necessary to keep the ADHS and Grantee in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS, Grantee agrees to sign the “Arizona Department of Health Services Pledge To Protect Confidential Information” and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Grantee agrees to attend or participate in HIPAA training offered by the ADHS or to provide written verification that the Grantee has attended or participated in job related HIPAA training that is: (1) intended to make the Grantee proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADHS/HIPAA Compliance Officer.

19. Grant Restrictions:

- A. Grantees may not expend federal funds for sectarian instruction, worship, prayer or proselytizing.
- B. Grantees will provide a copy of all printed or broadcast media or any other educational materials developed using funds awarded under this Grant to the ADHS Program Manager for approval. Media and/or printed educational materials will adhere to the required wording as follows: “Funded in part by the Bureau of Women’s and Children’s Health as made available through the Arizona Department of Health Services.”
- C. The Federal Register (Vol. 72, No. 249 / Monday, December 31, 2007/Notices) states:
 - 1) Grant funds will not be used as direct payment to any victim or dependent of a victim of family violence.
 - 2) That no income eligibility standard will be imposed on individuals receiving assistance or services.
 - 3) That the address or location of any shelter/safe home-facility assisted with FVPSA funds will not be made public, except with the written authorization of the person or persons responsible for the operation of such shelter/safe home.
 - 4) Programs will prohibit discrimination on the basis of age, handicap, sex, race, color, national origin or religion.
 - 5) That grant funds will be used to supplement and not supplant other Federal, State and local public funds expended to provide services and activities of the Grant.

20. Arizona Substitute/IRS W-9 Form: In order to receive payment the Grantee shall have a current Arizona Substitute W-9 Form on file with the State of Arizona, unless not required by law.

21. Payment: The Grantee shall submit to the ADHS, a monthly statement of charges in a form provided and known as the Contractor’s Expenditure Report (CER), (Exhibit 1), for the work completed under an approved program manager in conformance with the price sheet/fee schedule of this Grant.

22. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, direct services under this Grant shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Grantees shall declare all anticipated offshore services in the Grant Application.

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23. **Effective September 30, 2008 – Compliance with A.R.S. 41-4401**

- A. By entering into the Contract, the Contractor warrants compliance with Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and relations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.
- B. The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the State suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

24. **Pandemic Contractual Performance:**

- A. The State shall require a written plan that illustrates how the Grantee shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at any time prior or post award of the Grant. At a minimum, the Pandemic Performance Plan shall include:
 - 1) Key succession and performance planning if there is sudden significant decrease in applicant's workforce.
 - 2) Alternative methods to ensure there are products in the supply chain.
 - 3) An up-to-date list of company contacts and organizational chart.
- B. In the event of a pandemic, as declared by the Governor of Arizona, the U.S. Government or the World Health Organization, which makes performance of any term under this grant impossible or impracticable, the State shall have the following rights:
 - 1) After the official declaration of a pandemic, the State may temporarily void the Grant in whole or specific sections, if the Grantee cannot perform to the standards agreed upon in the initial terms.
 - 2) The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code.
 - 3) Once the pandemic is officially declared over and/or the Grantee can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided Grant.

25. **Indemnification Clause:** Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be

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caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

26. **Insurance Requirements:** Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

1) **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- | | |
|--|-------------|
| • General Aggregate | \$1,000,000 |
| • Products – Completed Operations Aggregate | \$ 500,000 |
| • Personal and Advertising Injury | \$ 500,000 |
| • Blanket Contractual Liability – Written and Oral | \$ 500,000 |
| • Fire Legal Liability | \$ 25,000 |
| • Each Occurrence | \$ 500,000 |

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.”***

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2) **Business Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$500,000
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- a. The policy shall be endorsed to include the following additional insured language: ***"The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor."***
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

3) **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

- 1) The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- 2) The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
- 3) Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **State of Arizona Department of Health Services Procurement Office, 1740 West Adams, Suite 303, Phoenix Arizona, 85007** and shall be sent by certified mail, return receipt requested.

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an 'A.M. Best' rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work

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commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **State of Arizona Department of Health Services Procurement Office, 1740 West Adams, Suite 303, Phoenix Arizona, 85007**. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

- 27. Price Adjustment:** Contractor prices accepted and subsequently awarded by a contract in response to this solicitation shall remain in effect for a minimum of one (1) year. The Contractor may request a price adjustment, but the State will not review or approve an increase until the Contract has been in effect for one (1) year. The Office of Procurement will review any requested rate increase to determine whether such request is reasonable in relation to increased supplier or material costs. Contractor shall provide written justification for any price adjustment requested. Any price adjustment, if approved, will be effective upon execution of a written contract amendment.

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1. LOGIC MODEL TASKS AND RESPONSIBILITIES

(Application content to be inserted upon ADHS approval and award)

2. ADDITIONAL REQUIREMENTS:

- A. It is essential that the Grantee train and provide adequate staff persons experienced in domestic violence issues, capable of and devoted to the successful accomplishment of projects that may be performed under this Grant. The Grantee must agree to assign experienced individuals to project positions. New staff persons may need training specific to domestic violence and the job duties/expectations to meet grant requirements.
 - (1) Key personnel working within the program shall complete a minimum of twenty (20) hours of domestic violence related training each year of grant award. At least five (5) of the required hours must be in cultural competency. Ten (10) of the required twenty (20) hours shall be from sources/entities outside the applicant agency. Training documentation is to be kept in the personnel file.
- B. Maintain records of training, outreach, technical assistance and other contact provided to social service agencies, law enforcement, court systems, faith based entities, medical providers, private individuals and others interested in the issue, document barriers encountered, and identify needs that cannot be met through the resources available (gaps).
- C. Attend quarterly contractor meetings as scheduled by the host agency and program manager.
- D. The program shall schedule one (1) Peer Review by June 30, 2013. A report of the Peer Review as written by the Peer Review Consultant will be provided to the ADHS within forty-five (45) days of the Peer Review visit.
- E. Applicants proposing a new program, not previously funded, must submit a three (3) to five (5) year strategic plan for the program and services proposed. A one (1) year operational plan will be required within thirty (30) days of the Grant start date, if awarded funding. Please see http://www.managementhelp.org/plan_dec/str_plan/str_plan.htm for more information regarding strategic planning for non-profit organizations.

3. REFERENCE DOCUMENTS:

- A. Contractor's Expenditure Report (CER)
- B. Governor's State Plan for Domestic Violence and Sexual Assault
<http://www.governor.state.az.us/cyf/womens/stateplan.htm>)
- C. Arizona Program Design and Evaluation Logic Model
(http://www.governor.state.az.us/cyf/logic_model/index_logicmodel.html)

4. STATE PROVIDED ITEMS:

- A. Report format as necessary to complete requested documentation
- B. Technical assistance as requested
- C. State of Arizona Substitute/W9 Form, as required

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5. APPROVAL:

- A. Changes or updates to the Logic Model content are allowable with approval from ADHS.
- B. The revised Logic Model content that will be implemented during the next grant period shall be submitted to ADHS Program Manager for approval.
- C. Monthly Contractor's Expenditure Report shall be approved by the ADHS Program Manager.
- D. Quarterly Reports and Deliverables shall be approved by the ADHS Program Manager.
- E. All marketing materials (brochures, posters, public service announcements, videos, etc.) which will be written, published or recorded by the Grantee and paid for with the funds from this Grant award must first be approved by ADHS. This approval must be made by the ADHS Public Service Officer prior to dissemination of such materials or airing of such announcements.

6. DELIVERABLES:

The Grantee shall submit activity reports (e.g. programmatic, financial, etc.) as required by the Arizona Department of Health Services, Bureau of Women's and Children's Health. Reports to be submitted are as follows:

- A. Quarterly reports in the format to be provided by ADHS are due the fifteenth (15th) day of the month following the end of each quarter to the ADHS program manager.
- B. Documentation verifying required personnel training is due with the Quarterly report.
- C. Monthly Contractor's Expenditure Report (CER) for actual expenditures, by the fifteenth (15th) day of the following month, to program manager.
- D. Peer Review Report due within forty-five (45) days of the Peer Review visit.
- E. A Labor Activity Report (see Labor Activity Report, Exhibit 3) or similar report approved by the program manager shall be submitted with all CERs for employees who are split funded (i.e. whose salaries are paid through multiple funding sources).
- F. The Grantee shall submit all other reports on dates that may be required by ADHS to administer the Rural Safe Home Network – Domestic Violence Coalition Program.
- G. The name, phone numbers and resumes of program staff if replaced, are due within thirty (30) days of hire.
- H. Certificate of Liability within ten (10) days of contract award.

7. NOTICES, CORRESPONDENCE, REPORTS AND INVOICES:

- A. Notices, Correspondence, Reports and Invoices from the Grantee to the ADHS shall be sent to:

Arizona Department of Health Services
Bureau of Women's and Children's Health
Domestic Violence Program Manager
150 North 18th Avenue, Suite 320
Phoenix, AZ 85007
Telephone: 602-542-7341
Facsimile: 602-542-7351
E-Mail: popej@azdhs.gov

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- B. Notices and Correspondence from the ADHS to the Grantee shall be sent to:

Organization: _____

Attention: _____

Street Address: _____

City, State and Zip Code: _____

Telephone: _____

E-Mail: _____

- C. Payments from ADHS to the Grantee shall be sent to (If different than above):

Organization: _____

Attention: _____

Street Address: _____

City, State and Zip Code: _____

Telephone: _____

E-Mail: _____

ATTACHMENT NUMBER 1 APPLICANTS KEY PERSONNEL RFGA No. HR954159

INSTRUCTIONS:

List all key personnel by name, position and/or title, responsibilities and percent of time assigned to this Grant. Key personnel is defined as staff involved in the planning, administration, operation, or monitoring of this Grant.

Note: Applicant shall attach a resume for each of the key personnel proposed.

[illegible]

ATTACHMENT NUMBER 2
LOGIC MODEL MATRIX
RFGA No. HR954159

ARIZONA PROGRAM DESIGN AND EVALUATION LOGIC MODEL MATRIX

← LINK →

Needs/Resources	Goals & Objectives	Strategies / Approaches	Implementation Plan	Evaluation

ATTACHMENT NUMBER 3, PART ONE
KEY STAKEHOLDERS/PARTNERS
RFGA No. HR954159

AGENCY/PARTNER NAME	AGENCY DESCRIPTION	CONTACT PERSON	CONTACT INFORMATION (ADDRESS/PHONE/ETC.)

ATTACHMENT NUMBER 3, PART TWO
SPECIFIC ACTIVITIES BY KEY STAKEHOLDERS/PARTNERS
RFGA No. HR954159

AGENCY/PARTNER	SPECIFIC ACTIVITIES PROVIDED BY THE KEY STAKEHOLDERS/PARNTERS

ATTACHMENT NUMBER 4
APPLICANT'S EXPERIENCE
RFGA No. HR954159

APPLICANT'S EXPERIENCE

Do not use references from any past or current contracts with ADHS. Do not use any current ADHS employee as a reference.

Contract or Grant Title: _____

Contract Term/Dates of Work _____ through _____ Geographic Area Served _____

Target Population Served _____

Program Manager notes (for ADHS Program Manager use only):

Reference Company: _____

Contact Person Name and Title: _____

Telephone: _____ Address: _____ City/State/Zip: _____

ATTACHMENT NUMBER 4
APPLICANT'S EXPERIENCE
RFGA No. HR954159

APPLICANT'S EXPERIENCE

Do not use references from any past or current contracts with ADHS. Do not use any current ADHS employee as a reference.

Contract or Grant Title: _____

Contract Term/Dates of Work _____ through _____ Geographic Area Served _____

Target Population Served _____

Program Manager notes (for ADHS Program Manager use only):

Reference Company: _____

Contact Person Name and Title: _____

Telephone: _____ Address: _____ City/State/Zip: _____

ATTACHMENT NUMBER 4
APPLICANT'S EXPERIENCE
RFGA No. HR954159

APPLICANT'S EXPERIENCE

Do not use references from any past or current contracts with ADHS. Do not use any current ADHS employee as a reference.

Contract or Grant Title: _____

Contract Term/Dates of Work _____ through _____ Geographic Area Served _____

Target Population Served _____

Program Manager notes (for ADHS Program Manager use only):

Reference Company: _____

Contact Person Name and Title: _____

Telephone: _____ Address: _____ City/State/Zip: _____

ATTACHMENT NUMBER 5
IMPLEMENTATION PLAN
RFGA No. HR954159

IMPLEMENTATION PLAN

The following is provided as an **EXAMPLE ONLY**

TASK	PERSON RESPONSIBLE	VERIFICATION	START DATE	END DATE
Hire program Staff	Program Coordinator	Signed letter of Employment	April 1, 2006	May 31, 2006
Conduct/attend curriculum training	Staff	Training Certificate	April 1, 2006	May 31, 2006
Obtain school district board/agency approval	Program Coordinator	Letter of approval	April 1, 2006	June 1, 2006
Book classes for youth	Program Coordinator	List of confirmed Schools/Agencies and Schedule	May 1, 2006	June 30, 2006

<p style="text-align: center;">ATTACHMENT NUMBER 6 BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET RFGA No. HR954159</p>

Specific types of Provider costs are to be grouped into six (6) budget categories. Within the total cost for each budget category, a series of line item costs are to be identified. All budgeted amounts are to be rounded to the nearest dollar in each line item and budget category. It is essential that category costs be comprised of the same item costs as specified in these Guidelines.

1. PERSONNEL SERVICES

- A. Compensation for personnel services is an allowable expense for Provider employees whose work is necessary for the provision of grant services.
- B. Salaries to be charged to the service must relate directly to work on the service. Salaries of employees involved in work on non-contract services must be properly apportioned and later supported by appropriate time distribution records or any other ADHS approved method.
- C. Benefits such as vacation, sick and administrative leave, holidays and routine training participation time are to be included in the amount budgeted for an employee's salary. In addition, any salary increases due to an employee during the grant period must be included in the budgeted salary costs.

2. EMPLOYEE RELATED EXPENSES (ERE)

- A. Employee related expenses (fringe benefits) are allowances and services offered by the Provider agency to its employees as compensation in addition to regular salaries. Fringe benefits must be applied only to that portion of an employee's salary or wages attributable to the service. Fringe benefits budgeted in the grant must be earned during the grant period. Benefits accrued prior to the grant, but not yet paid out, are not expenses allowed by the Department.
- B. Fringe benefits include, but are not limited to Social Security (FICA), Unemployment Insurance, Worker's Compensation, health and life insurance, and retirement. The portion of the cost of these benefits paid by the employee is not an expense of the Provider agency. The employer's cost of these benefits is an eligible Provider agency expense.

3. PROFESSIONAL AND OUTSIDE SERVICES

- A. Professional and consultant services, rendered by individuals or organizations, are allowable expenses if the services are directly related and essential to the grant service(s). The normal types of professional or outside services which may be placed in this budget category are those which relate to the legal, accounting, management, training/education, medical, social service and psychological professions.
- B. A written specification, of each of the consultant services to be performed, is to be available for the purpose of budget estimating and subsequent audits. The specifications normally will include estimates by item, all consultant costs such as travel, supplies, meetings or any directly related costs of the consultant. Professional and Outside services are frequently purchased on an hourly basis. It is, therefore, recommended that such services be budgeted on a per hour billing basis.

4. TRAVEL

- A. Travel will include the cost of transporting staff and clients during the provision of grant services. The following allowable travel costs are included within this category:
 - (1) Staff-owned vehicles: mileage reimbursement;
 - (2) Provider agency-owned vehicles: operating expenses and depreciation;
 - (3) Sub-contracted travel services;
 - (4) Rented vehicles;
 - (5) Government motor pool vehicles;

ATTACHMENT NUMBER 6
BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET
RFGA No. HR954159

- (6) Public transportation; and
- (7) Per diem.

B. Staff-Owned Vehicles

- (1) The travel cost of a vehicle owned by a Provider employee should be budgeted no greater than the Applicant's designated mileage reimbursement rate. In public Provider agencies, the mileage rate is determined by the branch of government with which the Provider agency is affiliated. Public Provider agencies may budget up to the maximum rate allowable in their city, county or municipality. The actual cost of tolls and parking fees may be budgeted for employees using their vehicles for contract services.

C. Provider Agency-Owned Vehicles

Travel costs for vehicles owned by a Provider agency must be budgeted on an actual cost method. Actual costs will include fuel, maintenance and repair, insurance, registration fees, tolls, parking fees and depreciation.

D. Rented Vehicles

If either a public or private Provider agency is renting vehicles from a private rental agency, the actual rental cost plus fuel (unless fuel is included in the rental cost) should be used to budget the cost. Rental costs will be considered reasonable depending on the type and degree of use and current fair market value of the model of vehicle.

E. Motor Pool Vehicles

Provider agencies using vehicles supplied by a county or municipal motor pool may budget for travel by using the rate fixed by the motor pool.

F. Public Transportation

In cases in which public transportation is used for authorized travel by employees or clients of the Provider, the actual cost of fares required should be estimated. Fare or any other expenses for staff members to commute to and from work are not an allowable cost.

G. Per Diem

While Providers are encouraged to minimize the overnight travel costs, certain grant services may require occasional overnight travel on the part of employees. In such cases, per diem expenses should be budgeted no greater than the applicant's designated per diem reimbursement rate. For private non-profit agencies, the current State of Arizona per diem rate shall be used. For public Provider agencies, the per diem rate is determined by the branch of government with which the Provider is affiliated. Public Provider agencies may budget up to the maximum rate allowable in their city, county or municipality.

<p style="text-align: center;">ATTACHMENT NUMBER 6 BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET RFGA No. HR954159</p>

5. OTHER OPERATING

- A. Other Operating costs include materials and supplies, space and occupancy and general operating services. Costs related to space needed for the delivery of grant services are allowable expenses. Space costs include the expense of a facility and other expenses directly related to the operation of the facility. Space Costs, however, do not include the purchase or major modification of land or facilities.
- B. The costs of materials and supplies, necessary for the delivery of contract services, are allowable budgeted expenses. Such costs should be calculated by deducting from the purchase price, all cash and trade discounts, rebates, and allowances to be received by the Provider agency.

C. Program Supplies

Program supplies include consumable supplies used directly in the provision of grant services.

(1) Materials

- (a) Materials are consumable supplies used directly by the clients in the provision of grant services. Material supplies will include but need not be limited to:
- (b) Arts and Crafts;
- (c) Housekeeping Goods (dishes, linens, etc.);
- (d) Client Activities Costs;
- (e) Toys; and
- (f) Literature.

D. Office Supplies

(1) General Office Supplies

Office supplies are consumable supplies necessary to efficient administrative and service operations of the service program. The cost of this item may be budgeted by using a reasonable base cost per employee for the grant term multiplied by the total number of employees needing office supplies. Justification of the base cost must be available upon request.

(2) Equipment

Any piece of equipment with an acquisition cost of up to \$4,999.99 will be budgeted under the Other Operating Category. Budgeting of such pieces of equipment will be done on an actual cost basis. All Pieces of equipment with an acquisition cost of \$5,000 or more should be budgeted under the Capital Outlay Category.

(3) Postage

Postage may be budgeted by applying a monthly base to the total number of months in the grant. When applicable, Provider agencies should apply for and utilize special bulk mail rates.

(4) Reproduction and Printing

The cost of printing and reproduction services, necessary for the performance of the Grant, including but not limited to forms, reports, manuals and informational literature is allowable. However, if a cost for the rental of a photocopier has been budgeted, care must be taken to avoid duplication of costs. When budgeting for reproduction and printing services, enter a reasonable estimate of actual costs.

ATTACHMENT NUMBER 6
BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET
RFGA No. HR954159

E. Maintenance of Space

This item includes costs necessary for the upkeep of the Provider's facilities which neither add to the permanent value of these facilities nor appreciably prolong their intended life, but keep them in an efficient operating condition. This includes estimates of the actual costs of material needed for the maintenance and repair of the Provider's facilities or for sub-contracted maintenance services.

F. General Operating

- (1) Central Services: Service costs such as administrative, data processing, payroll, supply and duplicating facilities on which the expense can be calculated and segregated as a direct cost are to be entered in this item. Support these budgeted expenses by indicating the basis of the cost.
- (2) Communication: Telephone and answering service costs, as well as telephone directory listings, which assist the client to identify and contact the Provider agency for grant services, will be permitted.
- (3) Bonding: Premiums for bonding costs will arise when there is a need to protect the provider agency and government against financial loss. Bonding practices beyond those which the Provider agency should normally use as good business practice will not be required. The most common bonding classification is that of a fidelity bond sufficient to cover the potential loss of accessible funds.
- (4) Advertising: To acquire quality goods or services at a low cost; to recruit potential employee; or to inform the public of the availability of services.
- (5) Training: Provider agency employees are eligible for training directly related to the grant services. The necessary and appropriate expense related to training activities is to be included in this line item. The basis for this budgeted expense must be documented in the Proposal Itemized Service Budget, and a detailed description of the training activities must be rendered in the Program/Administration Section.
- (6) Trade, Business, Technical and Professional Activities: A series of costs may be encountered which assist in providing reference background, updating employees' knowledge and maintaining liaison or contact with similar activities. Expenses in this line item will be allowable when the costs are proven to be of direct benefit to the grant services. The following types of costs may be part of this item's budget expense:
 - (a) Library - purchases and fees;
 - (b) Subscriptions - professional literature;
 - (c) Membership - dues; and
 - (d) Professional activities, clubs and meetings.
- (7) General Liability Insurance: Insurance costs are those insurance costs which the Provider is required to carry, or which are approved under the terms of the Grant and any other insurance which the Provider maintains in connection with the general conduct of its business (excluding insurance on the building and contents which should be listed as a line item under Other Space Costs in the Space Category). The Provider can ascertain from the Department what types and amount of insurance coverage should be purchased.

6. CAPITAL OUTLAY (EQUIPMENT)

- A. The cost of equipment essential to the delivery of grant services and the maintenance of that equipment is allowable as a budgeted expense. Equipment which materially increases the value or useful life of a facility is unallowable.

<p style="text-align: center;">ATTACHMENT NUMBER 6 BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET RFGA No. HR954159</p>

- B. The Equipment Category, which includes office and program equipment, has been subdivided into two sections: (1) Equipment Costs, and (2) Equipment Maintenance Costs. (Provider agencies should note that vehicle-operating expenses are to be budgeted within the Travel Category.)

C. Capital Equipment Costs

Capital equipment costs may be budgeted through one of the following four methods:

- (1) Purchase;
- (2) Rental/Lease;
- (3) Depreciation; and
- (4) Use Allowance.

D. Equipment Maintenance Costs

- (1) To keep equipment at an efficient operating level, various maintenance services may be necessary.
- (2) Maintenance services provided by vendors either under a services subcontract or as random repairs will be budgeted under this section. Care must be used that costs of maintenance services call do not duplicate maintenance fees provided for in rental agreements. Maintenance costs must be calculated in proportion to the use of the item by the Provider agency in the delivery of grant services.

7. OTHER

A. Administrative Costs

Administrative costs are those incurred for a common or joint purpose benefiting more than one cost objective or activity and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Administrative costs shall not exceed a maximum of 10%.

B. Match

Per Federal requirements (Federal Register (Vo. 71, No. 44/Tuesday, march 7, 2006/Notices) for this funding source: Grantees new to Family Violence Prevention Services funding must provide 35% matching funds the first year of award, and all Grantees must provide 20% matching funds each year thereafter, if awarded Rural Safe Home Network - Domestic Violence Services grants.

ATTACHMENT NUMBER 6
BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET
RFGA No. HR954159

1. <u>Personnel</u> (use additional pages, if necessary)			Total Salary for % Allocated
FTE %	Position/Title	Name of Employee	
			\$
TOTAL			\$
2. <u>Employee Related Expenses</u>			
Item	Basis		
FICA			\$
Unemployment Insurance			\$
Worker's Compensation			\$
Retirement			\$
Life Insurance			\$
Health Insurance			\$
			\$
TOTAL			\$
3. <u>Professional and Outside Services</u>			
Item	Basis		
			\$
TOTAL			\$
4. <u>Travel Expenses</u>			
Item	Basis		
			\$
TOTAL			\$
5. <u>Other Operating</u>			
Item	Basis		
			\$
TOTAL			\$
6. <u>Capital Outlay Expenses</u>			
Item	Basis		
			\$
TOTAL			\$
7. <u>Other:</u>			
Indirect if Authorized; Match			
Item	Basis		
			\$
TOTAL			\$
GRAND TOTAL			\$

ATTACHMENT NUMBER 7
PRICE SHEET
RFGA No. HR954159

COST REIMBURSEMENT LINE ITEMS	AMOUNT
PERSONNEL	\$
EMPLOYEE RELATED EXPENSES	\$
PROFESSIONAL/OUTSIDE SERVICES	\$
TRAVEL EXPENSES	\$
OPERATING EXPENSES	\$
CAPITAL OUTLAY EXPENSES	\$
OTHER: Indirect Costs (if authorized) Match	\$
TOTAL	\$

Applicant to enter amount requested from the Budget Development Guidelines and Form in the appropriate spaces above.

With prior written approval from the Program Manager, the grantee is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require an amendment.

ATTACHMENT NUMBER 8
OTHER FUNDING SOURCES
RFGA No. HR954159

List of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source that may be utilized to support the proposed program. Also list all funding received by your agency that is utilized to provide related services. Use a continuation sheet if necessary.

Type of Funding (Federal, State, local, other)	Received From	Amount	Term of Funding (Effective date/Ending date)
TOTAL:			

Exhibit 1
CONTRACTOR'S EXPENDITURE REPORT
RFGA No. HR954159

Contractor's Expenditure Report
Instructions

This is a multi-purpose form for use by agencies that have a Negotiated Service Contract with the Arizona Department of Health Services. It should be filled out, signed by an authorized person and mailed to the Department not later than the fifteenth (15th) day of the month following the expenditure period or in accordance with the Grant. Later submission will delay the allotment of grant funds for the following month.

1. Contract Number
2. Grantee's Name
3. Title of program
4. Reporting Period Covered: From _____ To _____
 - A. Check appropriate box:
☐ Cost Reimbursement – Cumulative Actual expenditures from the beginning of the Contract Period.
☐ Fixed Price – reimbursement type contract.
 - B. Check appropriate box.
5. Detailed statement of expenditures (Cost Reimbursement)
 - ITEM a. Approved budget indicates the total budget for the current grant term. The Line Item Budget per the grant price sheet must be shown.
 - ITEM b. Prior Report Period Year to Date Expenditures are taken from Column D (Total Year to Date Expenditures) of the CER for the prior reporting period.
 - ITEM c. Current Reporting Period Expenditures are accumulated expenses incurred from the beginning of the Reporting Period Covered, broken down by line item.
 - ITEM d. Total Year to Date Expenditures = Column B (Prior Report Period Year to Date Expenditures) plus Column C (Current Reporting Period Expenditures).
6. Detailed Statement of Fixed Price Contracts
 - A. Type of Unit – From unit description/deliverable on price sheet.
 - ITEM 1. Rate per Unit from grant price sheet.
 - ITEM 2. Number of Units Provided for the current Reporting Period.
 - ITEM 3. Item (1) times Item (2) = Total Funds Earned this Reporting Period.
 - ITEM 4. Prior Report Period Year to Date Funds Earned are taken from Column 5 (Total Year to Date Funds Earned) of the CER for the prior reporting period.
 - ITEM 5. Item (3) plus Item (4) = Total Year to Date Funds Earned.

Exhibit 1
CONTRACTOR'S EXPENDITURE REPORT
RFGA No. HR954159

For processing, mail or forward to:

**Arizona Department of Health Services
Bureau of Women's and Children's Health
Program Manager
Rural Safe Home Network - Domestic Violence Services
150 N. 18th Ave. #320
Phoenix, AZ 85007**

Exhibit 1
CONTRACTOR'S EXPENDITURE REPORT
RFGA No. HR954159

Invoice #

1. Contract Number _____ P.O. # _____

2. Contractor Name _____

3. Title of Program _____

4. Reporting Period Covered: From _____ To _____

4A. ☒ Cost Reimbursement - Cumulative Actual Expenditures
☐ Fixed Price

4B. ☐ Periodic Report
☐ FINAL REPORT

Contractor's Detailed Statement of Expenditures and Fixed Price						
5. COST REIMBURSEMENT (Actual Expenditures) A. Account Classification:		Approved Budget	Prior Report Period Year to Date Expenditures	Current Reporting Period Expenditures	Total Year to Date Expenditures	
		(a)	(b)	(c)	(d)	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
6. FIXED PRICE		Rate per Unit	Number of Units Provided this Reporting Period	Total Funds Earned this Reporting Period	Prior Report Period Year to Date Funds Earned	Total Year to Date Funds Earned
A. Type of Unit:		(1)	(2)	(3)	(4)	(5)
TOTAL						
ADHS USE ONLY		THIS SECTION FOR ADHS ACCOUNTING USE ONLY			7. CONTRACTOR CERTIFICATION I certify that this report has been examined by me, and to the best of my knowledge and belief, the reported expenditures and fixed price information is valid, based upon our official accounting records (book of account) and consistent with the terms of the contract. It is also understood that the contract payments are calculated by the Department of Health Services based upon information provided in this report.	
ADHS PROGRAM COORDINATOR CERTIFICATION: <input type="checkbox"/> Performance satisfactory for payment <input type="checkbox"/> Performance unsatisfactory, withhold payment <input type="checkbox"/> No payment due	Total Expenditures or total Fixed Price _____					
	Adj (if required): _____					
	Less: Year to date payments _____					
	Adj (if required): _____					
	Net payment due: _____					
	Index	PCA	AY	Amount		
PROGRAM COORDINATOR SIGNATURE/DATE	_____	_____	_____	_____	AUTHORIZED CONTRACTOR'S SIGNATURE/TITLE/DATE _____	
	_____	_____	_____	_____		

<p style="text-align: center;">Exhibit 2 SUGGESTED ELEMENTS OF THE MEMORANDUM OF UNDERSTANDING RFGA No. HR954159</p>

MEMORANDUM OF UNDERSTANDING (MOU)

At a minimum, the MOU must address:

1. Goals and objectives of the partnership:
 - a. Vision statement;
 - b. Desired outcomes.
2. Organizational structure:
 - a. Management plan and style;
 - b. Chain of decision-making authority/responsibility;
 - c. Procedures for resolving conflict;
 - d. Confidentiality guidelines;
 - e. Procedures for involving new partners.
3. Clear delineation of roles and responsibilities:
 - a. Substantive areas of primary responsibility and contribution;
 - b. Management and financial resources;
 - c. Information sharing;
 - d. Supervisory responsibilities, as appropriate;
 - e. Contract or grant management, as appropriate;
 - f. Evaluation-meeting the outcome and process objectives.

The MOU must be signed by all partners.

Adapted from the United States Department of Justice's *The COPS Collaboration Toolkit, How to Build, Fix, and Sustain Productive Partnerships*.

Department of Health Services

Pay Period

To

Timekeeper's Initials _____

Telephone Number _____

Social Security
NO.

Date

Name:

Description	Percentage	AY	PCA	Index	S	S	M	T	W	T	F	S	S	M	T	W	T	F	Total
																			0
																			0
																			0
																			0
																			0
Total Hours Worked	ERROR				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Annual Leave	VT																	0
	Sick Leave	ST																	0
	Holiday	SH/HT																	0
	Comp. Time Used	CT																	0
	Jury Duty	DT																	0
	Miscellaneous																		0
	Short Term Leave w/o Pay	LW																	0
Total Leave Hours			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Pay Period Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
--------------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

I certify that the hours above represent, to the best of my knowledge, an accurate record of the time that I have devoted to the identified programs/activities as per ADHS policies and procedures.

Supervisor's Signature

Employee's Signature